



Ministry of Rural Development and Local Government

JOB DESCRIPTION

Nonstandardized

JOB TITLE: PUBLIC HEALTH OFFICER

JOB SUMMARY:

This job requires the incumbent to organize, co-ordinate and supervise activities relating to environmental health in a Corporation comprising of several districts. An employee in this class performs environmental sanitation work in the field of Public Health in the enforcement of sanitary laws and control of communicable and infectious diseases. The incumbent is involved in coordinating and directing work programmes from subordinate officers and supervising their work. The job is performed with considerable independence and is reviewed for compliance with established policies, procedures of the laws, rules and regulations relating to Environmental Health.

REPORTS TO:

Chief Executive Officer

SUPERVISION GIVEN TO:

Public Health Workers (monthly and daily-rated)

DUTIES AND RESPONSIBILITIES:

- Plans, directs and co-ordinates environmental health work in a Corporation.
- Supervises a group of Public Health Workers engaged in environmental health work, and food hygiene in the Corporation.
- Ensures compliance with Public Health Laws and Regulations. Investigates and reports on complaints on Public Health matters to enforce observance of Laws and Bye-Laws
- Supervises the work of Contractors in the disposal of bulk and domestic garbage.
- Conducts and participates in meetings of the Local Health Authority and advises on environmental matters.
- Investigates incidence of known cases of communicable or infectious diseases and take steps as related to environmental health to ensure that effective preventive or corrective measures towards control and eradication.
- Inspects food premises, buildings, streets and drains to evaluate sanitary conditions for compliance with Public Health Laws and Bye-Laws.
- Examines animals before slaughter and inspect carcasses and organs of slaughtered animals
- Plan programs, coordinate and supervise different categories of daily rated workers engaged in environmental health works as follows:
 - Cleaning, clearing of drains
 - Removal and disposal of domestic and bulk waste
 - Cleaning septic tanks & cesspits in residential and public buildings
 - Capturing and disposal of diseased, sick and dying dogs

- Distribution of truck borne water
- Cleaning, disinfestations and disinfection of public markets
- Training / provide refresher programs in specialized units e.g. Rodent Control, Vector Control and Canine Unit.
- Assist Building Inspector in checking building plans, layouts and issuing completion certificates. Ensures that building plans are in accordance with the Public Health Ordinance
- Liaise with Ministry of Health and provide support on public health matters.
- Delivers lectures on Public Health Education to members of the public.
- Initiate industrial relations actions and /or disciplinary action.
- Investigate complaints from other Government Agencies, Members of the Public & Local Government Representatives.
- Collect data, prepare and design solid waste collection schedules.
- Training and supervising Litter Wardens.

KNOWLEDGE, SKILLS AND ABILITIES

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- Considerable knowledge of the principles and practices of Environmental Health.
- Considerable knowledge of the laws, rules and regulations relating to Environmental Health.
- Extensive knowledge of the social and health problems of the community.
- Sound, oral, written and analytical skills.
- Ability to establish and maintain effective working relationships with the public and fellow employees.

MINIMUM EXPERIENCE AND TRAINING:

- Diploma for Public Health Inspectors, or specialized training in the area of Public Health or Environmental Management.
- Possession of Certificate in Food Inspection or certification in another area such as Vector Control, Public Health would be an asset.
- Considerable experience in Environmental Health work or any equivalent combination of training and experience.